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UNITED NATIONS **ST**

Secretariat

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INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: PROCEDURES GOVERNING THE DISPATCH OF PERSONAL MAIL FROM UNITED NATIONS OFFICES AWAY FROM HEADQUARTERS

1. The purpose of the present information circular is to remind staff members, particularly those serving in field missions or offices away from Headquarters, of the procedures to be followed when using the United Nations diplomatic pouch to New York, Geneva or Vienna for the forwarding of personal mail for onward dispatch by the respective national postal services.

2. As provided for in administrative instruction ST/AI/368 dated 10 January 1991 (para. 3 (d)), in exceptional circumstances, where mail service is unavailable or inadequate, or in designated hardship areas, a limited number of personal letters and periodicals will be accepted for pouching to or from staff in offices away from Headquarters. Staff members availing themselves of this service must ensure that the postage affixed to each item is sufficient to cover the cost of delivery to the destination from New York, Geneva or Vienna. All mail should contain the sender's name and return address. Mail not bearing sufficient postage is subject to delay and/or return to the sender by the Government post offices responsible for the processing and dispatch of such mail.

3. Mail routed via the diplomatic pouch to New York must bear either United Nations stamps in United States dollar denominations or stamps issued by the United States Postal Service. Mail routed to Geneva for onward dispatch must bear United Nations stamps in Swiss franc denominations or stamps issued by the Swiss Postal, Telephone and Telegraph Service. Mail routed to Vienna for onward dispatch must bear United Nations stamps in Austrian schilling denominations or stamps issued by the Austrian Postal, Telephone and Telegraph Service.

4. For the convenience of staff on mission or field assignment, the mission mail and diplomatic pouch unit normally has available United Nations stamps denominated in the above currencies for sale to staff. Current postage rate charts are also available for consultation at these locations.

5. The United Nations accepts no responsibility for checking personal mail to ensure that the correct postage is affixed and reminds staff members that access to the diplomatic pouch for the routing of personal mail is provided, under exceptional circumstances, as a courtesy for those serving in hardship locations only.